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This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability
As of September 2019, Linslade School has a published admission number of 165 for Years 5, 6, 7 and 8.

The school abides by the Statutory Code for Admissions December 2014, and will consult regularly with all stakeholders with regard to the school’s capacity and admissions number.

Applications for a place at Linslade School should be submitted to the Local Authority in which families live.

When there are more requests from parents / carers than the number of places available, the school will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated

1. All ‘looked after’ children or children who were previously ‘looked after’
2. Pupils living in catchment area with siblings at the school
3. Other pupils living in the catchment area
4. Children of staff employed by Linslade Academy Trust who the academy reasonably considers have been recruited to fill a vacant post for which there is demonstrable skill shortage and/or have 2 or more years’ service at the time of application
5. ‘Very exceptional’ medical grounds
6. Other siblings
7. Children who have spent a significant time (3 years or more) in a Leighton Buzzard/Linslade/Hockliffe Lower School i.e. Beaudesert, Clipstone Brook, Dover Down, Greenleas, Heathwood, Hockliffe, Leedon, Linslade, Mary Bassett, Pulford, Southcott, St. George’s, St. Leonard’s, Stanbridge and Tottenhoe Lower Schools
8. Any other children

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority’s computerised measuring system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil’s home to the main entrance of the school site. Priority will not be given within each criterion to children who meet other criteria.

In the event of (a) two or more children living at the same address point e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the School Admissions Team database to allocate the place.

A place will normally be offered at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place
will normally be offered at the next nearest school or academy which caters for pupils of the same age and has places available.

Pupils who have an Education, Health and Care Plan (ECPH) are required to be admitted to the school which is named on the plan, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

Definitions

‘Looked after’ children

A ‘looked after’ child is a child which is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see section 22(1) of the Children Act 1989)

Previously ‘looked after’ children

A previously ‘looked after’ child is one who immediately after being ‘looked after’ became subject to an adoption, residence, or special guardianship order. An ‘adoption order’ is an order under section 46 of the Adoption and Children Act 2002. A ‘residence’ order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer’s partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

Home Address

A pupil’s home address will be regarded as the address of the parent / carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents / carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

Appeals / Waiting Lists

Parents of pupils not offered a place at the school will have the right of appeal to an independent Admissions Appeal Panel. Any child refused a place at the school will be placed on a waiting list
which will be prioritised according to the admissions criteria. Waiting lists for the normal year of entry will be maintained for a whole academic year.

**Admission Arrangements**

The Local Authority coordinates the process for transfer to middle school. Parents are required to make their application to the Local Authority in which they live and return their application form to that authority by the date indicated on the application form. Parents can also apply online using the online application system for the Local Authority in which they live.

**In Year Admissions**

Requests for admission to the school into other year groups should be made to the school on the in-year application form. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website.

**Children of Staff**

This applies to permanent staff full time and part time. The relationship to the child is defined as by blood or adoption or with legal parental responsibility and living with the child in the same house Monday – Friday for a minimum of two years.

**Catchment Area** – Please refer to the school’s website for details of its catchment area.

**Admissions above the published admissions number**

Linslade School has agreed the following exceptions which may result in the admission number for a school being exceeded.

For the normal admissions round:

- The admission of catchment area pupils, where the parent has expressed a preference whether first, second or third, for the catchment school as part of the normal admissions round and in accordance with the published admissions arrangements. This is not, however a guarantee of a place.

For in-year admissions:

- The admission of pupils who have a Statement of Special Educational needs which names the school, when that pupil has either been assessed or moved into the area outside the normal admission round.

- The admission of pupils in accordance with the Fair Access Protocol.
• The admission of pupils who have moved into the area, where there is no other suitable school within a reasonable travelling distance, or where the admission of an additional catchment area child would not prejudice the provision of efficient education or the efficient use of resources. Before admitting children under this exception, governing bodies that are their own admissions authority should consult their Local Authority who will be able to advise whether the first of these conditions applies.

• The admission of a ‘looked after’ child or a previously ‘looked after’ child (as defined in the School Admissions Code) outside of the normal admissions round.

• The admission of a twin or children from multiple births.

• The admission of service children.

• The admission of a child in very exceptional circumstances in which the Local Authority and the headteacher are in agreement that not to agree to admit the child would be perverse.

Admission of children outside their normal age group
Parents who want their child to transfer to the next phase of school outside of their normal age group must make the request in sufficient time for it to be considered before the application deadline.
Parents/carers need to make their request in writing to the academy trust via the headteacher who will then consider the request, making their decision on what they determine as in the best interests of the child. The request should include the parent’s reasons for the request, information regarding the child’s academic, social and emotional development, including any supporting evidence the parent deems relevant and whether the child has previously been educated outside their normal age group. Once determined the decision will be communicated by the academy to the parent(s)/carer(s) in writing and will include the reasons for the decision.

Requests which have been granted must be followed up by a formal application to the Local Authority using the appropriate paper application form within the admission timetable. The application will be considered within the normal allocation process under the relevant admission criterion.

Kate Smith
October 2017